

SECRET

DD/S 05-30/0

6 AUG 1965

MEMORANDUM FOR: Director of Personnel

SUBJECT : Transmittal of Fitness Reports

1. Transmitted herewith are fitness reports for the period 1 July 1964 - 30 June 1965 on the following personnel of the CIA Archives and Records Center:

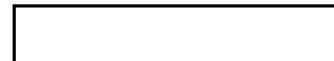


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2. Records Center personnel have a reputation of doing a good job, of being very cooperative and of making every effort to meet customer requirements within deadlines. This number of outstanding fitness reports, considering the size of the unit, indicates to me the possibility that standards being applied by the Rating and Reviewing Officers are not the same as those being applied generally throughout the Agency. This matter will be looked into and all supervisors in the Records Center will be reindoctrinated in the preparation of fitness reports.

3. Since these reports are now due in the Office of Personnel, I am submitting them to you in advance of reviewing the standards employed in their preparation.

(SIGNED)

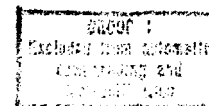


**Executive Officer to the
Deputy Director for Support**

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cc: CIA Records Administration Officer

Atts: As Stated



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